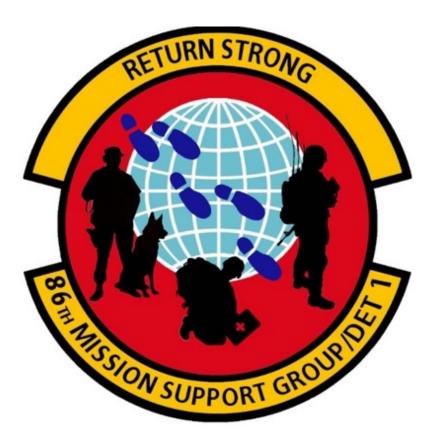# 86th MISSION SUPPORT GROUP, DET 1
UNITED STATES AIR FORCES IN EUROPE (USAFE)

DEPLOYMENT TRANSITION CENTER REPORTING INSTRUCTIONS
2 JUNE 2022

This site specific reporting instruction supersedes previous version dated: 06 Apr 2018
These reporting instructions are to be used in conjunction with the USAFE reporting instructions.
Changes to previous version are annotated in RED

Site Specific Reporting Instruction – Deployment Transition Center (DTC) – 05 DEC 2020

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UDMs/IPRs must check the Foreign Clearance Guide AND coordinate with the servicing PERSCO team to ensure updated guidance regarding AOR/country requirements is received and complied with.

1. **CLASSIFICATION:** <mark>UNCLASSIFIED</mark>

2. **GENERAL INFORMATION**

    2.1. Meals and Lodging

        2.1.1. Government meals are available and directed upon DFAC opening (18 July 2022)

            2.1.1.1. All military personnel deployed to DTC will receive the OCONUS incidental expense (IE) rate of $3.50. Any exceptions to more than $3.50/day must be stated in the CED order by the approving official IAW the JTR para 020304.F.3.

            2.1.1.2. Use the link provided to view current per diem rates for Ramstein AB, GE. DoD Per Diem look-up: https://www.defensetravel.dod.mil/site/perdiemCalc.cfm.

    2.2. Government lodging

        2.2.1. Government lodging is available and directed. On base lodging costs is $150/day.

        2.2.2. Members will NOT book their own lodging reservations. Lodging arrangements will be made via the DTC Lodging Manager. Deployers will submit GTC information NLT 30 days prior to arrival to: afdeployment.transitioncenter@us.af.mil.

            2.2.2.1. Members should ensure a DTS authorization has been created for travel, and set up automatically monthly partial payments.

            2.2.2.2. Recommend home station finance office place member's GTC on "MISSION CRITICAL" status in Citibank and raise credit limit to $15k, to prevent late payment fees due to travel or other delays. Deployers will need to ensure Mission Critical Status is updated by your home station Resource Advisor every 60 days, to avoid any breaks in coverage, over the duration of your deployment.

3. **TRAVEL TO/FROM/ THE DTC**

    3.1. Air Travel/ Flight Information

        3.1.1. Use of MILAIR is directed to the maximum extent and adherence to the indicated travel mode source of the TPFDD. Mandated use of MILAIR is IAW DOD 4500.9-R DTR, Part 1, Chapter 103 (Air Movement).

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3.1.1.1. Deployers must notify the DTC of their travel arrangements so that pickup can be arranged. Members must email a copy of their itineraries to: afdeployment.transitioncenter@us.af.mil. A DTC rep will pick you up at the terminal once you have arrived; whether it is commercial or military flight.

3.1.1.2. All pick-up accommodations will be coordinated by the member and the Logistics Flight, prior to arrival. Transportation to the DTC will be provided by the Logistics Flight, from arrival airport (i.e. Mil Air terminal/Frankfurt IAP). **DO NOT** take a taxi from any airport. If for any reason, transportation has not arrived please contact the Logistics Flight Chief (*for contact information, reference Reporting Instruction Points of Contact, para. 8,).

3.1.2. All AC and AK missions should utilize Ramstein AB as the APOD.

3.1.3. If commercial air movement is authorized, Frankfurt International Airport (IAP) is the authorized entry point based on closest IAP to Ramstein AB, unless otherwise directed.

3.2. Passport, Visa and Country Clearance Requirements

3.2.1. All personnel must review and comply with the Foreign Clearance Guide (FCG) requirements. Visit the FCG site at https://www.fcg.pentagon.mil the below is subject to change based on FCG requirements. Ensure you are checking the site periodically to verify no changes have been made.

3.2.1.1. All Military, DOD Civilians, and DOD sponsored contractors must enroll in the DOS's Smart Traveler Program at https://STEP.STATE.GOV prior to entering or traveling within the EUCOM AOR, regardless if a theater clearance/country clearance is required.

3.2.1.2. At minimum, military personnel require military ID card, NATO and CED travel orders. In addition, personnel are highly recommended to obtain/bring their tourist passports.

3.3. Rental Vehicles/Driving Requirements

3.3.1. Rental Vehicles

3.4.1.1. Rental vehicles are not authorized unless members tasking has the appropriate line remark authorizing m mber to receive a rental. IPRs will ensure this authorization is annotated on CED orders.

3.3.1.2. Requests for rental vehicles after arrival into the AOR, if not otherwise authorized via line remarks, must be signed by the deployed commander (on G-series orders) as well as the deployed LRS/VRS commander. Requests must include specific justification, if not provided, the request will be returned without action.

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3.3.1.3.1. Requests must be processed through the respective deployed PERSCO team and deployed commander (on G-series orders) and submitted to HQ USAFE-AFAFRICA/A1RO for final approval. IPRs will not amendment CE orders until they receive approval notification from HQ USAFE-AFAFRICA/A1RO.

3.3.1.3.2. The unauthorized, willful misuse or failure to prevent misuse of government-owned or leased vehicles is punishable under title 31 U.S.C. section 1349 and can be cause for disciplinary action under the provisions of the UCMJ or other administrative procedures deemed appropriate.

3.4.2. Driving Requirements

3.4.2.1. Personnel are required to have a valid state issued and international driver's license in order to operate any commercial vehicle in the USEUCOM AOR.

3.4.2.2. Travelers will review host nation driver requirements or the Drivers Handbook and Examination Manual for Germany (AE Pamphlet 190-34 / USAFE Pamphlet 31-206) to become familiar with signs and general rules of European driving. The handbook can be found at: https://media.defense.gov/2010/Nov/16/2001921849/-1/-1/0/AEP190-34.pdf or use AEPUBS website http://www.aepubs.eur.army.mil/AE-Pamphlets/ and find AE PAM 190-34.

4. **EQUIPMENT/CLOTHING REQUIREMENTS OR RESTRICTIONS**

4.1. Mobility Bags

4.1.1. All personnel deploying to the DTC are instructed to NOT bring an **A-bag** or **C-bag.** Members will not forward deploy.

4.1.2. All personnel deploying to the DTC are required to bring a **B-bag.** This is cold weather gear to include wet weather gear are required for deployments occurring between 1 October through 31 March.

4.2. Weapons/Ammunition

4.2.1. Members do NOT need to qualify on the M4/M9.

4.2.2. Airmen are **NOT** authorized to deploy to the DTC with weapons and/or ammunition.

4.3. Duty Uniform/Personnel Protective Equipment (PPE)/Clothing items

4.3.1. Members will wear 3 combinations of uniforms. Members are required to deploy with OCPs, PTUs, and Business Casual Civilian Attire. While in the classroom settings the UOD will be civilian clothing.

4.3.1.1. All personnel deploying to the DTC are required to bring a minimum of (2) sets of OCPs and (2) sets of PTUs.

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4.3.2. Personnel must deploy with all Personnel Protective Equipment (PPE), cold and wet weather gear (or equivalent) issued by home station. Gear will **NOT** be issued in theater.

    4.3.2.1. Personnel are required to deploy with (at a minimum) the following cold and wet weather gear from 1 October through 31 March:

OCPs
- One (1) OCP Gortex Jacket
- One (1) OCP Gortex Trousers
- One (1) Fleece Jacket (coyote brown)
- One (1) Fleece Trousers (any color)
- One (1) pair OCP/Coyote Brown/Black Cold weather gloves
- One (1) Coyote Brown/Black watch cap
- Two (2) Tan Cold weather undershirt
- Two (2) Tan Cold weather long underpants
- One (1) pair Tan cold/wet weather boots

4.4. Civilian Clothing

4.4.1. Personnel must deploy with multiple sets of conservative business casual civilian clothes/shoes. Examples: Collared shirt (button up or polo)/blouse/sweater, dress pants/slacks. Denim is authorized if no rips/tears and is matched with professional top and shoes. Open-toed shoes are not authorized.

    4.4.1.1. Civilian clothing allowance is authorized in accordance with AFI 36-3014, para 4.3.2 (authorized for enlisted members only). See slideshow instructions on how to obtain clothing allowance electronically.

    4.4.1.2. IAW HQ USEUCOM FRAGO 001 to HQ USEUCOM AT OPORD 11-05 and any additional measures prescribed by USAFE-AFAFRICA Force Protection Staff. Clothes/shoes must not have any overt U.S. symbols/markings or any offensive language, symbols, or markings are not authorized. Check the FCG for additional restrictions.

    4.4.1.3. Personnel must not deploy with any baggage or other items which can easily identify military personnel (i.e. ABU/DCU/OCP pattern backpacks, ruck sacks, duffle bags or regular luggage with military name tapes or tags).

5. REQUIRED TRAINING PRIOR TO ARRIVAL

5.1. Required Training/Special Experience Identifier(s) (SEIs)

    5.1.1. Any member tasked in a 9U100 position will serve as an Air Advisor or Master Resilience Trainer.

        5.1.1.2. Any member tasked to serve as an Air Advisor is required to have Special Experience

Identifier (SEI) code, 164 for Basic Air Advisor or 166 for Advanced Air Advisor. Previous deployment experience in this position is highly desired.

5.1.1.3. Any member tasked to serve as a Master Resilience Trainer is required to have Special Identifier Code, 107 for Enlisted and YAB for Officers. Previous deployment experience is highly desired.

5.1.2. All members must be certified on 15 PAX prior to arrival. Contact your UDM to schedule training via your local LRS.

5.1.2.1. 2T0X1 tasked members should be certified on 30 PAX (BUS) prior to arrival.

5.1.3. All 3F0X1/2G0X1 tasked members should complete SIPR token application prior to arrival.

5.2. Driver's Training

5.2.1. Members are required to have a U.S. Army Europe (USAREUR) driver's licenses. Members must complete the required training prior to arrival. The training is located via http://jko.jfcom.mil/. Members are required to complete:

- USA-007 US. Forces Driver's Training Program for Europe
- USA-007-B (U.S. Forces Driver's Training Program for Europe Final Course Exam
  Members will provide proof of completion upon in-processing.

6. REQUIRED DOCUMENTATION/ITEMS

The following items will be hand carried by the member:

- 10 copies of CED orders
- 5 original stamped/signed NATO orders in blue ink (if traveling to/from/through a NATO country)
- Common Access Card (valid through entire deployment +30 days)
- ID tags (dog tags) to include red metal alert tag (if applicable)
- Medical Alert Tags. G6PD-deficient must have a tag that states "G6PD deficient: no primaquine"
- AF Form 94, Air Baggage Claim Tag (4 Tags)
- Government Travel Card (valid through entire deployment +30 days)
- State issued Driver's License (if applicable, current for duration of deployment)
- International Driver's license (optional)
- AF 2293, USAF Motor Vehicle Operator I.D. Card with 15 PAX certification
- AF Form 245, Employment Locator and Processing Checklist (2 copies)
- Passport/VISA (if applicable)
- Copy of flight itinerary
- SIPR Token (if applicable)
- Eye glasses
- Reflective Belt

7. PERSCO IN/OUT-PROCESSING

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7.1. This location has two deployed PERSCO teams on site. The assigned GEOLOC will determine support.

7.2. Airmen deploying to GEOLOC – TYFR, regardless of assigned deployed unit, must report to the 786 FSS/PERSCO immediately upon arrival and/or departure for total force accountability.

Bldg. 3450, Room 236
Ramstein Air Base,
Germany DSN: 314-
480-2063/0122
COMM: +49(0)-6371-47-2063/0122
AFTER HOURS: Call 86 AW Command Post at DSN 314-480-2121/1320 or COMM +49-(0)6371-47-2121/1320 and ask for 786 FSS PERSCO POC cell
number. NIPR:
786FSS.RamsteinDeployedPERSCO@us.af.mil
SIPR: USAF.Ramstein.86-AW.mbx.786-FSS-Deployed-PERSCO@mail.smil.mil

7.3. After initial arrival and in-processing with 786 PERSCO, Airmen deployed in support of the DTC must report to the unit for further instructions.

8. REPORTING INSTRUCTION POINTS OF CONTACT

8.1. Personnel are encouraged to contact the respective Deployment Transition Center team with any questions, concerns, or suggested changes to these instructions.

8.2. All DTC staff uses "What's App" for communication purposes. To ensure continuous communication with DTC staff, deployers will need to create a "What's App" account, once tasked, and provide this information to the Logistics Flight and your sponsor.

Logistics Flight Chief (DSN): (314) 478-4602
Logistics Flight Chief What's App Contact Number: +49 174 9361192
NIPR E-Mail: afdeployment.transitioncenter@us.af.mil
Commander Support Section (DSN): (314) 478-4648

8.1.1. HQ USAFE-AFAFRICA/A1RO does NOT have the authority to waive any RI requirements.